



SUPERIOR COURT OF CALIFORNIA

COUNTY OF MONTEREY

Invites your application for

HUMAN RESOURCES ASSISTANT-CONFIDENTIAL

\$2,941-\$3,804 Monthly

OPEN UNTILL FILLED: Initial priority screening date of August 25, 2006, for completed application materials received by 5:00 p.m. and continue on any given Friday following this date for completed application materials received by 5:00. (Postmarks not accepted.)

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees. The Court is recruiting to fill a position in the Human Resources Division located in Salinas.

THE POSITION

Monterey Superior Court is recruiting for an energetic team player to perform a variety of complex clerical support work associated with recruitment, examination, job classification, compensation, employee relations, benefits, and training functional areas; and provides information on various human resources procedures and policies.

THE IDEAL CANDIDATE

The ideal candidate will possess: integrity; flexibility and adaptability; the ability to develop and maintain close working relationships; strong oral and written communication skills; an ability to relate well to the public, management and employees at all levels; and good judgment. In addition, the ideal candidate will:

- Demonstrate tact and diplomacy.
- Maintain confidentiality.
- Deal effectively with the public.
- Have effective presentation skills.
- Exemplify an enthusiastic, resourceful and effective customer service attitude.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Input data into record keeping system;
- Prepares and maintains routine Human Resources transactions;
- Administer written examinations; place and control recruitment advertising;
- Respond to a variety of inquiries from employees, outside agencies and applicants regarding human resources policies, rules and procedures
- Operate computer word processing, spreadsheet and other software programs to prepare class specifications, reports, position allocation files and correspondence; compose memos regarding various human resources matters;
- Act as technical support to professional human resources staff reviewing certain applications for requirements; operate computer and other office equipment to prepare ineligible and admission notices, score examinations, send notices of exam results, and prepare summary file reports, job bulletins, exam materials, memos and drafts as required; maintain control of central or decentralized agency certified eligibility lists; administer performance exams; arranges for interview panels;
- Conduct new employee benefit orientation; input benefit information into appropriate software programs;
- Establish and maintain office files, records and forms;
- Answer incoming calls, direct callers and take messages;
- May administer the Court bilingual (English/Spanish) exam.

MINIMUM QUALIFICATIONS

Thorough knowledge of: Manual record keeping and filing systems; Office procedures and practices.

Working knowledge of: Computerized record keeping systems, including establishing and maintaining spreadsheets; Correct English usage including grammar, spelling, vocabulary, written format and punctuation; Modern office methods, procedures and practices; and Work planning, organization and prioritizing; monitoring and evaluating effectiveness.

Skill and ability to: Independently perform difficult and complex clerical and administrative tasks requiring good judgment, attention to detail and confidentiality; Read, understand, interpret, apply and clearly explain a variety of human resources rules, practices, procedures and policies; Review, identify and correct errors in mathematical computation and improper entry or application of rules in a variety of documents; Schedule work priorities to meet frequent deadlines; change priorities on demand and multi-task; Understand and interpret various computer reports; Establish and maintain effective working relationships; Understand and follow complex oral and written directions; Solve a variety of problems; Audit and process a variety of personnel related paperwork; Prepare for and make oral presentations before groups; Compose basic correspondence; Use a computer or terminal to efficiently and quickly assemble, input, prepare, and print a variety of data, documents and reports; Operate standard office equipment.

HIGHLY DESIRABLE QUALIFICATIONS

Skill and ability to: Ability to set up and maintain databases; Bilingual (English/Spanish) skills to speak, read and write.

EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical experience performing a wide range of complex clerical activities, including using computerized record keeping systems and significant public contact. Past experience in a Human Resources environment is highly desirable.

BACKGROUND INVESTIGATION

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

CONDITIONS OF EMPLOYMENT

Possession of a valid current California class C driver license, or must be able to provide suitable transportation that is approved by the hiring authority.

NOTES

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5460.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 318, Salinas, CA 93901, by Friday, August 25, 2006, 5 p.m., to be eligible for priority screening: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5400, ext. 3007 or email courtjobs@monterey.courts.ca.gov, or by visiting the Court's web site at www.monterey.courts.ca.gov.

TENTATIVE SCHEDULE

- Friday, August 25, 2006-Completed application materials due for priority screening.
- Week of August 28, 2006-Qualifications review.
- Week of September 4 2006-Final Interview.
- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submitting a completed Monterey Superior Court Application, responses to Supplemental Questions. Applicants who fail to submit all of the required materials will not be considered for this position.
- Resumes will not be accepted **in lieu of** required application materials.
- Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
- Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

SUMMARY OF BENEFITS (Z Unit)

Retirement: Public Employees' Retirement System (PERS) integrated with Social Security. The Court pays the employee's 7 percent contribution.

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 12 days per year. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

Professional Leave: 2 days (16 hours) per year are available, pro-rated from date of hire, non-accruable.

Medical, Dental & Vision Care: A flexible spending account, with cash-out option is provided.

Life Insurance: The Court pays the premium for a \$50,000 life insurance policy.

Deferred Compensation: A voluntary deferred compensation program is available administered by Great-West Life.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

***THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY
IS AN EQUAL OPPORTUNITY EMPLOYER***

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

HUMAN RESOURCE ASSISTANT-CONFIDENTIAL

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page.

1. Please summarize your work accomplishments, experience, education and training in providing complex clerical support in a Human Resources office. If your experience is not in a Human Resources office, please describe the type of office and clerical support provided.
2. Please summarize your experience, education and training in working with conflicting and/or changing deadlines and priorities. Include in your response the methods you use to manage conflicting and/or changing deadlines and priorities.
3. Please describe your level of proficiency in word processing and spreadsheet computer programs. Include in your response the specific software programs used for word processing and spreadsheets, and the types of documents you have developed with the noted programs.

**DO NOT USE THE SPACE BELOW TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.
PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**